

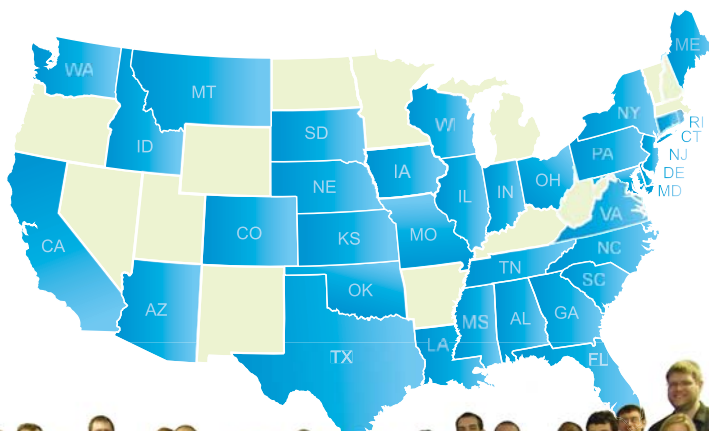


## Powered by Socialserve.com

Socialserve.com – a non-profit based in Charlotte, NC – is the nation's leading provider of affordable housing locator services. With a continually expanding array of tools, Socialserve.com provides critical support for issues surrounding housing, homelessness, program-eligibility screening, foreclosure, and disaster recovery.

**socialserve.com®**

housing locator service and so much more



## Managed by the Community Development Commission

The Community Development Commission of the County of Los Angeles (CDC) serves as the primary agency administering housing development and homelessness prevention programs in the county. The Los Angeles County Board of Supervisors approved funding for the Housing Resource Center in 2006 as part of the Homeless Prevention Initiative. The CDC administers the contract with Socialserve.com and manages the ongoing development and operation of the website.



**Community Development Commission**  
Sean Rogan, Executive Director  
Terry Gonzalez, Deputy Executive Director  
Cordé Carrillo, Director, Economic and Housing Development Division

For more information, please contact  
Larry Newnam, larry.newnam@laccdc.org  
or Shane Taylor, staylor@socialserve.com



## Affordable and Special Needs Housing Developers

GUIDE TO LISTING ON THE  
**LOS ANGELES COUNTY  
HOUSING RESOURCE CENTER**





## About the Housing Locator

The Los Angeles County Housing Resource Center (LAC-HRC) is a website providing free listings and searches for affordable and market-rate rental housing in Los Angeles County, supported by a toll-free call center with information available in English and Spanish.

The LAC-HRC is administered by the Community Development Commission (CDC), which has updated and expanded the service continuously since its 2007 launch. Over 11,000 landlords are now listing their properties. Partner websites with the City of Pasadena and Affordable Living for the Aging provide additional portals to this growing database of rental units.

## Award-Winning

Proud recipients of the following accolades:



**Special Merit Award, 2008**  
County of Los Angeles  
Quality and Productivity  
Commission



**2010 NACo  
Achievement Award**  
National Association of  
Counties

## CDC Loan Compliance

As a condition of funding, the CDC requires developers of affordable rental housing to post listings of multifamily properties on the LAC-HRC at initial project lease up.

Beginning in 2014, the CDC will also require listing of all special needs projects. Listings of special needs or permanent supportive housing units that are not open to public application will be maintained on a restricted-access database within the LAC-HRC.

[www.housing.lacounty.gov](http://www.housing.lacounty.gov)



## One Place to List and Find Affordable Housing

Finding affordable housing can be extremely difficult in Los Angeles County, especially for people with special needs or disabilities. Without a consolidated inventory of subsidized housing that crosses all Los Angeles County jurisdictions, accessing separate housing inventories of multiple public agencies can be a major challenge for caseworkers.

The LAC-HRC is a free place for all Los Angeles County rental listings – including special needs, accessible, and permanent supportive housing – with features to notify caseworkers and housing locators of upcoming vacancies and new projects.

If you are a housing developer, owner, or management company that has received development loans from the CDC or Housing Authority of the County of Los Angeles, you must list on the LAC-HRC.

If your property has special needs units filled through other referral mechanisms, you will list under a separate ID to maintain the information in a restricted-access database available to registered caseworkers and approved agency users.



### New Leasing Opportunities for Affordable and Accessible Housing

As part of our efforts to increase affirmative marketing of accessible units that have been funded by our programs, the CDC also requires that you create a PDF flyer announcing the availability of accessible units. This flyer is posted on the LAC-HRC, in addition to your property's regular listing, as part of the initial lease-up phase.

## How to Register

First, meet with CDC staff to discuss your listing type and timetable. Begin this process with your CDC Project Manager, or contact Larry Newnam at [larry.newnam@lacdc.org](mailto:larry.newnam@lacdc.org), or 626.586.1812.

The non-profit organization that powers the LAC-HRC, Socialserve.com, can provide assistance with registration and listing. For questions about the listing process, contact Shane Taylor at [staylor@socialserve.com](mailto:staylor@socialserve.com), or call 1.877.428.8844 ext. 181.



## Tips for a Good Listing

Make sure your CDC-funded project listings are thorough, accurate, and professional:

- Add one or more high-quality photos.
- If construction is in progress, an architectural rendering will suffice.
- Fill out all accessibility information about units that comply with ADA 2010 and/or UFAS.
- Separate listings for every unit size (1BR, 2BR, etc.).
- Be consistent in using the exact name of the apartment building or project.
- Fully describe the criteria for income-based or special needs eligibility.

Notify your CDC Project Manager by email when you have completed your listing.

**Fair Housing, Accuracy,  
Accessibility, Compliance**